



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/DFM

JUL 05 2006

Memorandum

To: Service Directorate

From: Assistant Director - Business Management and Operations and
Chief Financial Officer

Subject: FY 2006 Year-End Instructions

The attached document provides guidance for completing the Service's year-end closing process and for reporting information associated with preparing the Service's Annual Financial Report. Our year-end closing performance greatly impacts the Secretary's ability to report reliable and timely information to OMB and Congress. These instructions are closely integrated with the actions and dates established by the Office of the Secretary. Delays in meeting established dates will result in delays throughout the Department.

Service managers must exercise oversight over their organization's closing and reporting processes in order to promote accuracy and timeliness. The content of the FY 2006 Year-end instructions is similar to last year's guidance. If you need more information, please contact Chris Jensen, Chief Division of Financial Management at (703) 358-2047.

Attachment

TABLE OF CONTENTS

Year-End Instructions FY2006

Introduction	3
What's New This Fiscal Year	4
Bank of America Charge Card	6
Carryover Projects.....	6
Collections.....	6
Expired Accounts	7
FFS Suspense Table (SUSF).....	7
IMPREST	7
Interim Reports.....	8
IPAC	9
Payment Files and Treasury	9
Payments	9
Payroll	9
Reimbursable Projects.....	10
TDY Travel	10

TABLE OF CONTENTS

Year-End Instructions

Undelivered Orders (including year-end procurement cut off)	10
Vendor Codes.....	12
Roles and Responsibilities	
Field/Regional Office	13
Regional and Washington Program Offices	14
FFS Coordinators.....	14
Point of Contact List	15
Production Calendar.....	15
Exhibit 1-FWS32103 Undelivered Order Balances Certification	16
Exhibit 2-Aged UDO's.....	17
August Calendar.....	18
September Calendar	19

YEAR END INTRODUCTION

This document provides the U.S. Fish and Wildlife Service guidelines and instructions for closing FY 2006 and for reporting on Service assets in the FY 2006 Annual Financial Report. This document contains guidelines for funds control and financial transaction processing up to September 22, 2006. The responsibility for funds control and transaction processing is assigned primarily at the Regional level. Regions are responsible for ensuring that obligations are consistent with the purpose of appropriations and limited to the amounts allocated at the appropriate budget activity level. Managers and individuals who oversee and initiate financial activities are responsible for ensuring that all obligations and all subsequent financial transactions are properly recorded with correct accounting codes. With respect to obligations, the Service has a multitude of appropriated and other receipt-type funding authorities. The available obligation period for these accounts varies, ranging from no-year permanent availability to 2-year authority. By law, 31 U.S. C 1501, the Service is required to accurately record FY 2006 obligations in all Service appropriations and accounts, regardless of their period of availability. In other words, obligations incurred during FY 2006 are required to be recorded, even in those accounts with no-year funding authority. Specific dates are not listed within the actual instructions—just the general time frame will be shown. Whenever an established date or cutoff is mentioned, please refer to the August or September Calendars for specific dates.

For financial reporting purposes, obligations need to be subdivided into two categories:

1. Undelivered orders (UDOS)

- An undelivered order must be on the books for **all** transactions that appear in the Proper Recording of Financial Obligations Policy signed March 8, 2004 as is posted to the Service Web Site (<http://www.fws.gov>) under Policies, Memorandums, and then ABMO under the section “What Must Be Obligated”.
- The above policy also describes which documents are **not** to be entered into FFS at any time of year, including year-end. An example is micro purchases that will be paid using the government charge card.

2. Accruals also known as accounts payable

- Accruals are processed by the General Accounting Section based on historical data.
- Accruals for space charges can be handled in the Regions by using a duplicate of the August space bill.

WHAT'S NEW THIS FISCAL YEAR?

1. The Service will close September 22nd. September 22nd is the last day to make final adjustments and to process those few items that were not able to be processed earlier. At 4:00 p.m. Denver time, the system will be closed to any activity except for the FFS Coordinators to go in to make final adjustments and clear SUSF. The system will shut down at 5:00 Denver time per instructions from Washington Operations.
2. **The bulk of the transactions should be processed by September 21st.** During the day on the 21st, FFS will be taken down for approximately an hour to process the payroll pre-edit. FFS will be shut down at 3:00 p.m. on the 21st to process payroll accrual, reversal, payroll post, re-accruals, and adjustments so they will be available for viewing and adjusting on the 22nd.
3. **Emergency** procurements (undelivered orders)(OF,MO,FO,M\$,P\$,TO) may only be processed after September 22nd with the written approval of the Regional Chief Financial Officer. The written approval is to be attached to the undelivered order for possible review in the future. The emergency procurements are to be forwarded to your FFS Coordinator who will forward them to Denver Operations for entry into FFS. Emergency procurements that are entered into IDEAS can not be obligated through the electronic interface between IDEAS and FFS.
4. CARD and OARC adjustments will process every night from August 1st through September 22nd with the exception of August 31st. Adjustments will also process the nights that payroll processes during September.
5. The first Interim Reports will be run Wednesday night, September 6th and will be available Thursday, September 7th.
6. The CARD table will be open through September 22nd. There will be new transactions appearing on CARD for the first time on the 22nd. These charges may be adjusted on the 22nd. If this changes, a notice will be sent out.
7. Pay Period 2006-20 will be posted into FFS on September 21st. It is critical that the Regions and the field stations ensure each employee's cost structure on the T&A is valid and reflects the cost structure where the employee is working. This should reduce the number of payroll adjustments.

WHAT'S NEW THIS FISCAL YEAR (CONT'D)?

8. The 4th Quarter verification of aged UDOs (FWS 35202) and the annual verification of all UDOs (FWS32101) are being combined into a single report that will be used once a year. **The report called the Aged Undelivered Orders Report (FWS35203)** is similar in appearance to the FWS35202, but will contain all open undelivered orders. This report will be based on the **August 31st month end close date**. The report will be sent to you in an EXCEL file from Washington as soon as possible in early September. It is to be verified and returned to your regional office by close of business September 18th. The regional office will sort the file by the number of days and then prepare both certifications.
9. The EXCEL file containing all reimbursable projects that will need to be carried over to the new year will be sent to the Regions on August 1. The file will contain 2 columns—one to identify the projects to be reserved for FY07, the second to identify which projects need to be available on October 1 with a \$1 estimate. The file is due back to Cost Accounting by August 31.
10. The only reports that will process the night of September 21st are the Labor Cost Detail Report, the Labor Cost Transaction Reports, and the Payroll Redistribution Report so that offices may make adjustments to PP 20 on September 22nd.

BANK OF AMERICA CHARGE CARD

Adjust all applicable entries posted on the CARD table. See September calendar for the last day new entries will post to CARD.

Please refer to the September calendar for the last day to enter adjustments into EAGLS.

Establish a UDO for all items over \$2500 **at the time the purchase order is issued**. The vendor code must be for the actual vendor. Bank of America will be the alternate payee (3001798094E).

Under no circumstances are you to create an OF, P\$, or an M\$ for a micropurchase (under \$2500) that will be paid using the charge card. Please refer to the Proper Recording of Financial Obligations policy dated March 8, 2004 this memo is posted to the Service Web Site (<http://www.fws.gov>) under Policies, Memorandums, and then ABMO.

CARRYOVER PROJECTS

Regional FFS Coordinators will receive an EXCEL file of all open project codes (excluding reimbursable agreements and construction) at the beginning of August. The Regional Office programs will identify those projects that are to be established in the next fiscal year and return the EXCEL file to the FFS Coordinator (see August calendar). The FFS Coordinator will consolidate the file and forward to Cost Accounting by August 31st.

Regional FFS Coordinators will receive an EXCEL file of all open reimbursable files. The programs will identify those projects that are to be established in the next fiscal year and return the EXCEL file to the FFS Coordinator (see September calendar). The FFS Coordinator will consolidate the file and forward it to Cost Accounting by September 30th. The EXCEL file will contain 2 columns-one to identify the projects to be reserved for FY07, the second to identify which projects need to be available on October 1.

Construction projects or projects funded within the construction appropriation, which include Subactivities 28XX, 29XX, 2699, 2698, 8556 and 8760, will be coordinated by the Division of Engineering, Branch of Engineering Services.

COLLECTIONS

Process collections as they are received - **DO NOT HOLD**. Copies of collection transmittals prepared in September must be faxed to FWS Denver Operations, Cost Accounting Section (303-969-5745).

It is very important that all collection transmittals (no matter what the dollar amount) be faxed to Cost Accounting through the end of the year. The auditors are looking at Accounts Receivable very closely. These transmittals represent collections that need to be posted this fiscal year or need to be accrued by Cost Accounting.

EXPIRED ACCOUNTS

Undelivered Orders charged to Resource Management accounts cannot be on the books for more than 5 years after expiration. Every year-end, undelivered orders that fall into that category are cancelled. Invoices that are received after the undelivered orders are cancelled are charged to the current fiscal year. For FY 2006, BFY 2000 accounts will be cancelled. For FY 2007, BFY 2001 accounts will be cancelled, etc.

FFS SUSPENSE TABLE (SUSF)

It is critical for any office entering documents into FFS to scan the SUSF daily to be sure all documents have been accepted. Documents in any status other than ACCPT need to be corrected or deleted by September year-end (Sep 22nd). If the document is a payment, be sure to work closely with your FFS Coordinator to be sure these documents are processed by September year-end close of business.

The FFS Coordinators will receive a SUSF report (FWS30001) each night the last two weeks of August and then nightly from approximately the 11th of September until FFS processing is closed for the year. This report shows all unaccepted documents displayed in SUSF.

IMPREST

The final IMPREST voucher should be to the NBC by an established specified date-usually the second week in September. Emergency IMPREST vouchers must be received by NBC by established date-usually during the third week of September.

INTERIM REPORTS

In order to provide timely financial information at year-end, the Division of Financial Management will provide financial reports on an interim basis. Beginning the second week in September, these reports will be run every Wednesday. The following reports are scheduled for interim production and are available in both INFOPAC and the Denver Operations website the following day by 1 PM MDT:

Aged UDO Reports (FWS35203)
Appropriation Funds Status Report - National (FWS62002)
Appropriation Funds Status Report - Regional (FWS62001)
CAM Direct Charges Exception Report (FWS73001)
CAM Summary Report (FWS73201)
Entrance Fee Report (FWS68501)
Estimated Assessment Income - Regional Offices (FWS91401)
Federal Express Report (from Division of Financial Management)
Nations Bank Subsidiary to OOTR (FWS19001)
Nations Bank Adjustment Subsidiary to OOTR (FWS19101)
Nations Bank Invoice Transaction Report (FWS19701)
Office Collection Transaction Report (FWS32401)
Office Management Report (FWS33001)
Office Management Report - PYRM (FWS43001)
Office Obligation Transaction Report (FWS32001)
Outstanding Undelivered Orders Report (FWS32101)
Over-obligated Contributed Funds Report - Summary (FWS63702)
Over-obligated Projects Report (FWS31601)
Over-obligated Sub-projects Report (FWS31603)
Over-obligated Sub-projects Report - Summary (FWS31604)
Over-obligated Projects Report - Summary (FWS31602)
Project Obligation Transaction Report (FWS31801)
Regional Contributed Funds Status Report (FWS63701)
Regional Reimbursable Project Status Report (FWS63101)
Regional Reimbursable Sub-project Status Report (FWS63201)
Regional Sub-activity Management Report - PYRM (FWS43101)
Regional Sub-activity Management Report (FWS33101)
Rehabilitation and Construction Project Detail Report (FWS33501)
Rehabilitation and Construction Project Summary Report (FWS33502)
Reimbursable Agreement Carryover Report (FWS63401)
Selected Projects Summary Report (FWS31701)
Suspense File Transaction List (FWS300001)

IPAC

Non-referencing IPAC transactions will not be processed after an established date—usually the last few days before closing. Referenced IPAC documents will continue to be processed as long as there are obligated funds available. During the last week of September, the NBC will notify Regional FFS coordinators daily of any IPAC documents referencing a document control number that is not obligated in FFS. Regional FFS Coordinators will respond to the NBC within 24 hours when possible.

There are certain IPAC vendors (such as GSA and GPO) who are considered “bulk-billers” and require one generic Duns Number to be used. Please refer to the Vendor Code section of this document for a list of common vendors.

PAYMENT FILES AND TREASURY

Payment files to Treasury will stop in late September and resume in early October. All payments issued by Treasury in September will be confirmed prior to year-end closing.

PAYMENTS

Payments processed through RDE must be entered by year-end cutoff to ensure approval this fiscal year.

Payments processed by NBC must be received at NBC prior to an established date before year-end (please refer to calendar). NBC will continue to process payment documents until the year closes and guarantees to process any documents received **prior to the cutoff date** included in the calendar. Once the payment documents that were received prior to the cutoff date have been processed, NBC will make every attempt to process any documents that are received after the established cut off-date, **but there is no guarantee they will be processed before year-end.**

PAYROLL

Pay period 20 will post before year-end closing. It is critical that the Regions and the field stations make sure each employee's cost structure being used on the T&A is valid and reflects the cost structure where the employee is working. This should reduce the number of payroll adjustments. Please refer to year-end calendar final day to adjust payroll.

Awards and overtime will be accrued via payroll.

Transactions to reimbursable accounts will **NOT** be accrued via payroll.

REIMBURSABLE PROJECTS

Be sure to closely monitor reimbursable accounts. These accounts cannot be in an over-obligated status when the books are closed.

Over-obligated amounts will be moved to the responsible organization's primary source of funding by Cost Accounting the final week of the year. These transactions will **NOT** automatically be moved back to the reimbursable project. Once proper documentation is received, it will be up to the Regions to move the charges back.

The FFS Coordinators will receive an Excel file listing all open reimbursable projects and will forward the file to the programs to complete. The file will be returned to the Regional FFS Coordinator who will consolidate it and return it to Cost Accounting by year-end.

TDY TRAVEL

Travel vouchers received at the NBC before an established date will be processed before year-end. Please make every attempt to get your travel vouchers to NBC before this cutoff date. NBC will continue to process travel vouchers until the year closes and guarantees to process any vouchers received **prior to the cutoff date** included in the calendar. Once the vouchers that were received prior to the cutoff date have been processed, NBC will make every attempt to process any vouchers that are received after the established cut off date, **but there is no guarantee they will be processed before year-end.**

UNDELIVERED ORDERS

An undelivered order must be on the books for **all** transactions that appear in the Proper Recording of Financial Obligations Policy signed March 8, 2004. A copy of this memo can be found on the Service Web Site under Policies, Memorandums, and then ABMO under the section "What Must Be Obligated".

The above policy also describes which documents are **not** to be entered into FFS at any time of year, including year-end. An example is micro purchases that will be paid using the government charge card.

Certifications

There are two reviews that must be completed between June and September 30th.

June month end

DOI requires that FWS submit a quarterly verification of all outstanding undelivered orders with no activity 366 days and over. The Aged Undelivered Orders Report (FWS35202) will be used for the 3rd quarter review. The report will be available June month end and will also be sent from Washington in an EXCEL file. Your region will send out instructions for this 3rd quarter review.

UNDELIVERED ORDERS (Continued)

- It is the responsibility of the individual organization to determine if an undelivered order accounting line item is valid or needs to be adjusted. **A description must be written on each corresponding line explaining why a modification or a cancellation is required.** For instance, if the UDO was paid non- referencing, a note should be written saying the UDO was paid non- referencing on _____(date) with DCN_____.
- Copies of the validated report are to be kept at the office with a note identifying who performed the review.
- All entries that are identified as needing to be modified or cancelled must be processed and accepted into FFS **prior to August 31st.**

September

Due to audit requirements, an annual review of all open undelivered orders must occur. DOI also requires that FWS submit a quarterly verification of all outstanding undelivered orders with no activity 366 days and over. The Aged Undelivered Orders Report With No Activity (FWS35203) will accomplish both tasks and will be used for both the annual review of all undelivered orders and for the 4th quarter aged undelivered orders review. The report will be available August month end and will also be sent from Washington in an EXCEL file.

- A comprehensive review of the Aged Undelivered Orders Report (FWS35203) must be conducted during the month of September to identify the validity of all existing undelivered orders. It is the responsibility of the individual organization to determine if an undelivered order accounting line item is valid or needs to be adjusted. A description must be written on each corresponding line explaining why a modification or a cancellation is required. For instance, if the UDO was paid non referencing, a note will be written saying the UDO was paid non- referencing on _____(date) with DCN_____.
- Copies of the validated report are to be kept at the office with a note identifying who performed the review.
- All entries that are identified as needing to be modified or cancelled must be processed and accepted into FFS prior to year end closing.
- The Verification of the FWS35203 is to be submitted to the Regional Offices (please refer to the September calendar).

UNDELIVERED ORDERS (Continued)

- The Regional Office will sort the files, prepare both certifications and submit the reports to Washington. The Regional Director is required to certify the review of all open undelivered orders (Exhibit 1). The Regional Chief Financial Officer is required to certify the outstanding undelivered orders with no activity 366 days and over (Exhibit 2). Please refer to September calendar.

Undelivered Orders When Bank of America will be used as a payment mechanism

These undelivered orders are over \$2500 and require a purchase order. The vendor code is the code of the actual vendor and the alternate payee is the Bank of America vendor code (3001798094 E)

Micro-purchases (under \$2500) are **NOT** to be entered as undelivered orders. Refer to the Proper Recording of Financial Obligations Policy dated March 8, 2004.

Procurement Cut-off - See September Calendar for the last day to enter any UDO (FO, OF, MO, M\$,P\$,TO) without written approval from the Regional Chief Financial Officer.

Questions regarding undelivered orders:

Should you have any questions, concerns, or comments on determining the validity of outstanding undelivered orders, please contact your Regional Budget and Finance Office.

Vendor Codes

Here are the most frequently used vendor codes:

Bank of America (only used as an alternate payee) 3001798094 E

IPAC Vendors

Due to certain processes and system limitations, the National Business Center and Division of Financial Management identified certain intra-governmental vendors where only one central DUNS vendor code should be used. These vendors are considered "bulk billers," such as GPO and GSA, where these billings either interface with FFS or the other agency processes one bill in IPAC, but references multiple FWS obligations/orders. Please use the following DUNS vendor codes for these bulk-billers:

Vendor	DUNS Number
GSA (Motor pool and Fedstrip)	964253686
GSA Telephone	947350256
Federal Occupation Health (HHS/PSC)	024199981
Office of Personnel Management	946212800
Office of Aircraft Services	056779622
Department of Transportation	132227039
Government Printing Office	074800160

ROLES AND RESPONSIBILITIES

Field/Regional Office

- Review June, July and August month-end reports and make appropriate adjustments
- Review each Interim Report and make appropriate adjustments.
- Do third quarter verification of Aged Undelivered Orders Report With No Activity over 366 Days (FWS35202) for month ending June
- Verify Aged Undelivered Orders Report (FWS35203) for month ending August. Be sure the signed report is received at the Regional Office by the day specified on the calendar.
- Submit final IMPREST voucher to the NBC (see September calendar).
- Monitor EAGLS or the FFS CARD table and make all appropriate adjustments by year-end close of business. Check September calendar for EAGLS and CARD cutoff date.
- Process collections as they are received - **DO NOT HOLD**. Fax copies of the collection documents prepared in September to FWS Denver Operations, Cost Accounting Section, Attn: Kristi Schmidt (303-969-5745).
- Contact PCS Coordinator (or other designated person) regarding cancellation of outstanding amounts for PCS related travel.
- Enter all appropriate documents before year-end close of business.
- Check SUSF to be sure all documents are accepted by year-end close of business. Unaccepted documents cannot be on SUSF when the books close in September. Please contact your FFS Coordinator if you need assistance.

ROLES AND RESPONSIBILITIES (Continued)

Regional and Washington Program Offices

- Complete proceeds of sale by established date (usually the first few days of September).
- Complete list of carryover projects, including fire accounts, and return the EXCEL file to your FFS Coordinator by established date. **Do not send directly to Cost Accounting.**
- Complete list of reimbursable accounts and return the EXCEL file to your FFS Coordinator by established date. **Do not send directly to Cost Accounting.**
- Division of Engineering will send their list of carryover projects directly to Cost Accounting.
- PCS Coordinator or other delegated person contacts the NBC to cancel obligations by an established date (usually last few days of the year) if a relocating employee has completed temporary quarters and has received appropriate reimbursement.
- Help monitor FFS SUSF table to ensure all documents are received and approved by year-end close of business.
- The Regional Chief Financial Officer is required to approve in writing any UDO's entered after September 22nd.

FFS Coordinators

- Consolidate carryover projects and return to Cost Accounting by August 31st.
- Consolidate reimbursable carryover projects and return to Cost Accounting by September 30th.
- Ensure all unaccepted documents are deleted from the SUSF table by September year-end COB.
- Consolidate Aged Undelivered Orders Report (FWS35203 Report). Sort by number of days and prepare Exhibits 1 and 2.
 - Exhibit 1 is the annual certification of all open undelivered orders which is to be signed by the Regional Director and forwarded to the Division of Financial Management by early October (see September calendar)
 - Exhibit 2 is the quarterly certification of outstanding undelivered orders with no activity over 366 days which is to be signed by the Regional Chief Financial Officer and forwarded to Division of Financial Management by early October (see September calendar).

POINT OF CONTACT LIST

Collections: Cost Accounting

Contact Kristi Schmidt at 303-984-6830.

Fax Collection Transmittals to Kristi Schmidt at 303-969-5745.

Engineering Projects

Contact Gail Sloss at 703-358-2475 (fax is 703-358-2227).

General year-end questions and guidance-contact your FFS Coordinator.

Region	Name	Phone #	Fax
Region 1	Jim Ericson	503-231-6820	503-231-6827
Region 2	Julian Barela	505-248-6933	505-248-6926
Region 3	Gina Martinez	612-713-5234	612-713-5298
Region 4	Donna McElwee	404-679-4097	404-679-4093
Region 5	Chris Nolan	413-253-8227	413-253-8354
Region 6	Carolee Zidan	303-236-4455	303-236-6958
Region 7	Mary McCormick	907-786-3455	907-786-3847
Region 9	Sam Juzbasich	703-358-2049	703-358-2265

IPAC: NBC

Contact Deborah A Baring-Schmidt at 303-969-5870 (fax is 303-969-7281).

PCS Travel: NBC

Contact Deborah A Baring-Schmidt at 303-969-5870 (fax is 303-969-7281).

Project Files: Cost Accounting

Contact Teri Smith at 303-984-6819 (fax is 303-969-5745).

FFS Coordinators will send project files to Teri Smith via e-mail.

PRODUCTION CALENDAR

In the DFM website, there is a production calendar that will inform you of any changes to the FFS calendar. To view this calendar, go to the website at <http://dfm.fws.gov>. Click on the Monthly FWS PROD SCHEDULE link.

Exhibit 1

UNDELIVERED ORDER BALANCES CERTIFICATION
FWS35203 Report

Memorandum

To: Director (D)

From: *Regional Director, Region _____ - or Assistant Director - _____*

Subject: Certification of Undelivered Order Balances as of August 31, 2006

As directed by the Department of the Interior's Deputy Assistant Secretary - Policy Management and Budget, *Region ____ -or- program title* has thoroughly reviewed its undelivered orders as of the end of August 2006. I certify to the best of my knowledge that the undelivered order balances for *Region ____ - or program title* are valid and appropriately stated for financial reporting purposes.

Regional Director -or- Assistant Director

Date

**US Fish and Wildlife Service
Aged Undelivered Orders Report with No Activity for 366 days and Over
4th quarter 2006 based on August 31, 2006 reports**

Org Code and Office/Region here

Aged Outstanding Unliquidated Obligations (UDO) by Number of Transactions and Dollar Amount

Source: Regional Undelivered Orders worksheets and regional certifications

Performance objective: UDOs are valid and adequately documented

Performance Measures:

1. To provide an aging of UDOs greater than one year old with no activity
2. To provide Servicewide certification of UDOs

1. Aging of Undelivered Orders

	Transactions:	Number of Dollars:
--	----------------------	-------------------------------

One year to two years with no activity for 12 months

Two years to three years with no activity for 12 months

Greater than three years with no activity for 12 months

Total:

Explanation for above balances:

2. Certification:

I hereby certify that a review of all outstanding obligations as of August 31, 2006 has been performed and find that related supporting documentation is complete and can be readily accessed by our office as needed. These documents checked off as valid on the report should remain outstanding until other necessary actions such as goods and/or services are delivered and approved receipt by responsible official, and receiving reports, invoices, etc., are received in the Finance Office for processing in the finance system.

Regional Chief Financial Officer/Program Assistant Director	Date:
--	--------------

AUGUST 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Cost Accounting sends out EXCEL project files	2	3	4	5 FFS/BRIO Available 4:00 a.m. to 6:00 p.m. MDT
6 FFS/BRIO available 8:00 a.m. through 6:00 p.m. MDT	7	8	9	10	11	12 FFS/BRIO Available 4:00 a.m. to 6:00 p.m. MDT
13 FFS/BRIO available 8:00 a.m. through 6:00 p.m. MDT	14	15	16	17	18 Verification of FWS35202 due Regional Office	19 FFS/BRIO Available 4:00 a.m. to 6:00 p.m. MDT
20 FFS/BRIO available 8:00 a.m. through 6:00 p.m. MDT	21 BAS file to Denver Operations	22	23 BAS rejects fixed	24	25	26 FFS/BRIO Available 4:00 a.m. to 6:00 p.m. MDT
27 FFS/BRIO available 8:00 a.m. through 6:00 p.m. MDT	28	29 PP2006-18 accrued at 300% through remainder of FY	30 Last time OARC run before August month end close	31 Excel project files due Cost Accounting August month- end close	Use FWS35203 UDO report based on August 31 st reports for annual and 4 th quarter review	

September 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Begin faxing all Collection Transmittals to Cost Accounting	2	3 FFS/BRIO up 4:00 a.m. to 6:00 p.m. MDT
3 FFS/BRIO AVAILABLE 8:00 a.m. to 6:00 p.m. MDT	4 Labor Day	5 Proceeds of Sale due Cost Accounting Final Imprest Due NBC	6 Run interim reports	7 Interim reports available	8 Reverse pp 2006-18 accrual; post 2006-19, accrue 2006-19 at 200%	9 FFS/BRIO AVAILABLE 4:00 a.m. to 6:00 p.m. MDT
10 FFS/BRIO AVAILABLE 8:00 a.m. to 6:00 p.m. MDT	11	12	13 Run Interim Reports	14 Interim reports available Emergency IMPREST Due to NBC	15 final BAS file due Denver Operations travel vouchers/payments due NBC All open 2000 RM UDO's CANCELLED	16 FFS/BRIO AVAILABLE 4:00 a.m. to 6:00 p.m. MDT
17 FFS/BRIO AVAILABLE 8:00 a.m. to 6:00 p.m. MDT	18 last day collections at the lockbox posted as FY 2006 activity. Cost begins moving over-expended reimbursables to major source last day to adj. in EAGLS FWS35203 UDO validation due to RO	19 PCS deobligations due to NBC (including BOC 1212's)	20 BAS rejects fixed Run Interim Reports	21 Interim reports available Reverse 2006-19; post 2006-20; accrue 2006-20 at 100% Process labor reports Process CARD and OARC FFS down at least by 3pm MDT for payroll processing	22 labor reports available last day to enter RDE, M\$ transactions from IDEAS, OARC and CARD adjustments and for NBC to process travel, non-travel payments, and IPAC—SUSF cleared at end of day Last payment file to Treasury Reimbursable project carryover due Cost Accounting FFS down 4pm MDT except FFS Coord to clear SUSF	23 FFS is Down All emergency procurements signed by Regional CFO sent to FFS Coordinators

FFS is closed September 23-30 Annual and 4th Quarter UDO Certifications due Washington October 3, 2006